

Personal Care Home Program Training Information for 2007

The information on Personal Care Home Training for 2007 is divided into three parts... Part **I** gives some basic information about the workshop **topics**, the length of the workshops, the dates and cities the workshops will be presented and **REGISTRATION** information. Part **II** gives a **table** with the date, topic, and location of each workshop. Part **III** gives **directions** to each location. **REGISTRATION:** Registration will be from 8:00 am till 9:00 on each day of the training. Separate registration and registration fees will be required for each DAY of training, not for each topic. Registration is based on a first come basis and some locations may have limited space.

I. Here are the **topics** that will be presented at various locations throughout the year....

"Personal Care Home Rules and Regulations"

This is a six-hour workshop that gives an overview of the rules and regulations that govern Personal Care Homes, Chapter 290-5-35. This training is appropriate for any licensed PCH. Specific "quality of care" issues will be addressed. Personal Care Home Rules and Regulations training will be offered on Feb 21 in Macon, September 26 in Dalton, and November 14 in Savannah.

"The Survey Process"

This is a six-hour workshop that gives an overview of the various surveys performed by ORS, and recommendations on how the personal care home can prepare for the survey and pass the inspection with flying colors! There will also be general discussion on problem-solving and resolution regarding deficiencies cited. This workshop will be offered on Feb 22 in Macon, May 17 in Columbus, and August 23 in Thomasville.

"Documentation Requirements"

This is a six-hour workshop that focuses on the record-keeping requirements for personal care homes and the relationship of documentation to resident care. Topics include admission agreements, policies and procedures, disaster preparedness plans, resident and staff files, medications, etc. This workshop will also cover many of the rules that relate to specific documentation requirements. The workshop will be offered on March 29 in Decatur, June 21 in Macon, and November 15 in Savannah.

"Medication Guidelines"

This is a six-hour workshop that focuses on medication procedures you are required by regulations to perform and some "Best Practice" recommendations, which if implemented, will provide additional safeguards in the management of medications in the facility. The information presented is designed to address the guidelines for PCH providers. This workshop will be offered on April 19 in Macon, July 26 in Calhoun, and September 27 in Dalton.

"Community Living Arrangements"

This is a six-hour workshop that gives an overview of the Rules and Regulations for Community Living Arrangements (CLA's), Chapter 290-9-37. This workshop is designed for those providers of residential services that exclusively serve or intend to serve two or more adults who are receiving services authorized or financed by the Division of Mental Health, Developmental Disabilities, and Addictive Diseases (MHDDAD). A Community Living Arrangement is defined as a residence that provides personal services, supports, care, or treatment exclusively for two or more adults who are not related to the owner or administrator by blood or marriage and whose residential services are financially supported, in full or in part, by funds designated through the Department of Human Resources, Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD). This workshop will be offered on October 11 in Decatur.

"Common Rule Violations"

This is a four-hour workshop that gives an overview of the violations cited most frequently in licensed Personal Care Homes and Community Living Arrangements in 2006 and a discussion of ways to correct violations or remain in compliance. Please Note that there will be two (2) separate classes offered (one for CLA's and one for PCH's). The workshop for CLA providers will be offered on June 20 in Macon. The workshop for PCH providers will be offered on October 25 in Calhoun.

"Training for New Providers"

This is a six-hour workshop that is designed specifically for persons in preparation for becoming Personal Care Home providers. There will be a review and discussion of the application process as well as an overview of the Rules and Regulations that govern Personal Care Homes, Chapter 290-5-35. There will be an intensive overview of developing the Policies and Procedures, the Disaster Preparedness Plan, and the Admissions Agreement. This workshop may also be appropriate for staff that have not previously worked in the personal care home setting. This training will be offered on March 15 in Decatur, May 16 in Columbus, July 25 in Calhoun and, August 22 in Thomasville.

"Enforcement"

This is a four-hour course that is designed to provide a complete overview of enforcement rules, penalties and procedures with a focus on ways to prevent and minimize enforcement action. Two separate classes will be offered (one for CLA's and one for PCH's). The class for CLA providers will be offered on June 20 in Macon. The class for PCH providers will be offered October 25 in Calhoun.

"Managing Changes in Conditions"

This is a six-hour course that will focus on recognizing changes in the health status of residents and responding appropriately to obtain needed care. An overview of specific health care issues will be addressed. Topics of discussion will include Alzheimer's Care, Hospice Residents, Diabetes Management, Memory Impairment, Glucose Management, and Dietary Management. This workshop will be offered on April 18 in Macon, and October 24 in Calhoun.

TO REGISTER

You may download a registration form on line at www.ors.dhr.georgia.gov and

1. fax the completed form to 404-657-3655, or
2. bring the completed form to the training site on the day of training, or
3. complete a form at the training site on the day of the training.

Pre-registration is not required. Faxing your registration form does not guarantee space. Entrance into the training is on a first come basis.

Registration on the day of the training is from 8:00 a.m. to 9:00 a.m.

Training is from 9:00 a.m. to 4:30 p.m. each day.

Participants will receive a certificate for six (6) hours of continuing education at the END of each day.

There is NO provision made for certificates for those who do not attend the entire day of training.

Cost

Cost is \$ 20.00 per day per person in attendance, to cover the cost of handouts. Only CHECKS or MONEY ORDERS, please. Make CHECKS/MONEY ORDERS Payable to DHR.

NOTE

You can obtain additional information
about ORS training online at
www.ors.dhr.georgia.gov.

II. Here's a **table** giving the **dates**, **listing** of the topics and places for training....

DATES	TOPIC(S)	PLACES
Feb. 21	PCH Rules and Regulations	Middle Georgia Training Center 4885 Riverside Drive
Feb. 22	The Survey Process	Macon
Mar. 15	Training for New Providers	Maloof Government Center 1300 Commerce Drive
Mar. 29	Documentation Requirements	Decatur
April 18	Managing Changes in Conditions	Middle Georgia Training Center 4885 Riverside Drive
April 19	Medication Guidelines	Macon
May 16	Training for New Providers	Columbus Tech 928 Manchester-Carl Patrick Hall Room P-100
May 17	The Survey Process	Columbus
June 20	Common Rule Violations for CLA's Enforcement	Middle Georgia Training Center 4885 Riverside Drive
June 21	Documentation Requirements	Macon
July 25	Training for New Providers	Coosa Valley Tech. 1151 Hwy. 53 Spur Building 100 Room 160 Raymond King Auditorium
July 26	Medication Guidelines	Calhoun
Aug. 22	Training for New Providers	Southwestern State Hospital 400 South Pinetree Boulevard Building 100 Auditorium
Aug. 23	The Survey Process	Thomasville
Sept. 26	PCH Rules and Regulations	Northwest Ga. Trade Center 2211 Dug Gap Battle Rd. Room A
Sept 27	Medication Guidelines	Dalton
Oct. 11	CLA Rules and Regulations	Maloof Government Center 1300 Commerce Drive Decatur
Oct. 24	Managing Changes in Conditions	Coosa Valley Tech. 1151 Hwy. 53 Spur
Oct. 25	Common Rule Violations for PCH's Enforcement	Bldg. 100 Room 160 Raymond King Auditorium Calhoun
Nov. 14	PCH Rules and Regulations	Savannah Technical College 5717 White Bluff Rd. Auditorium
Nov. 15	Documentation Requirements	Savannah

III. Here are **directions** to the training locations.... Please NOTE that while we have made every effort to provide clear directions, we urge you nevertheless to use only as a travel guide. There may be possible changes based on road construction.

Calhoun

**Coosa Valley Tech.
1151 Highway 53 Spur
Raymond King Auditorium
Building 100 Room 160**

Coosa Valley Technical College (CVTC) Gordon County Campus

From I-75 North or South, take the Rome/Fairmount Exit (exit 312). Go west on Hwy 53 for appx. 2 miles. You will pass McDonalds, Wendy's, Chick-fil-a, Kroger, etc... Go through the two lights at Wal-Mart and the next one (River Street) over the bridge. After passing the light at River Street, look for the Coosa Valley Technical College sign on the right side of the road. Turn right on McDaniel Station Road and follow to the end. Turn right, then immediately turn left on Beamer Road. The entrance to CVTC is on the left.

Dalton

**Northwest Georgia Trade Center
221 Dug Gap Battle Road
Room A 2 & 3**

Drive from Chattanooga (23 miles) or Atlanta (86 miles) on I-75. From Chattanooga: Exit 333, at the light at the end of the exit ramp turn right and travel .5 miles on Dug Gap Road. Turn left into the Trade and Convention Center. From Atlanta: Exit 333, at the light at the end of the exit ramp turn left and travel .6 miles on Dug Gap Road. Turn left into the Trade and Convention Center.

Decatur:

**Manual Maloof Administration Building and Auditorium
1300 Commerce Drive**

From West: Take I-20 East to Candler Road, Exit #65. Exit at Candler Road, turn left and follow Candler Road (Past Memorial Drive) to East College Avenue. Continue across East College Avenue and railroad tracks to East Trinity Place; go to 2nd traffic light to North McDonough Street. The 9-story white marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn Right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

From East: Take I-20 East to Candler Road, Exit #65. Exit at Candler Road. Turn right and follow Candler Road (Past Memorial Drive) to East College Avenue. Continue Across East College Avenue and railroad tracks to East Trinity Place. Go to the 2nd traffic light to North McDonough Street. The 9-story marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

From North: Take I-85 to Clairmont Road, Exit #91. Turn left onto Clairmont. Follow Clairmont Road to Commerce Drive. Turn right onto Commerce Drive. Go to the 2nd traffic light at Swanton Way and the 6-story red brick building on your right is the Maloof Center and Auditorium.

From South: Take I-285 East to Flat Shoals Road, Exit #48. Turn left onto Flat Shoals. Flat Shoals will turn into Candler Road. Continue on Candler Road (Past Memorial Drive to East College Avenue). Continue across East College Avenue and railroad tracks to East Trinity Place. Go to the 2nd traffic light to McDonough Street. The 9-story marble building on your right will be the Courthouse. Continue to the next traffic light to Commerce Drive. The 4-story building on your left will be the Callaway Building. Turn right onto Commerce Drive, then left onto Swanton Way. The Maloof Building and Auditorium is the 6-story red building on your left.

Parking: Metered parking is available on the street in front of the Maloof Building. The Callaway Building has an open parking lot. Lastly, there is a Parking Deck at the Corner of East Trinity and Commerce Drive. The cost is between \$2.00 and \$5.00.

Macon:

DHR MIDDLE GEORGIA TRAINING CENTER

4885 Riverside Drive, 3rd Floor, in Riverside Corporate Center

Coming From North:

- Traveling on I-75, take Exit #171 (Old Exit #55), Riverside Drive/SR87/US23.
- Turn left onto Riverside Drive and proceed under the expressway.
- After proceeding about $\frac{1}{2}$ mile, turn right into Riverside Corporate Center.

Coming From South:

- Traveling on I-75, take Exit 171 (Old Exit #55), Riverside Drive/SR87/US23.
- Turn right onto Riverside Drive.
- After proceeding about $\frac{1}{2}$ mile, turn right into Riverside Corporate Center.

Parking: Park in the rear of the building. Handicap parking is in the front of the building. Do not use any spaces marked "Visitor".

Savannah

Savannah Technical College

5717 White Bluff Road

Auditorium

From North: Travel I-75 South. Merge onto I-16E/GA-404E via EXIT 165 on the LEFT toward Savannah. Merge onto GA-21 S via EXIT 164A. Turn RIGHT onto White Bluff Road.

From South: Travel I-75/GA-401 North via the ramp on the LEFT. Take the GA-96 exit-EXIT 142- toward Housers Mill Road. Turn RIGHT onto GA-96. Merge onto I-16 E/GA-404 E. Merge onto GA-21 SOUTH via EXIT 164A. Turn RIGHT onto White Bluff Road.

Thomasville

Southwestern State Hospital

400 South Pinetree Boulevard, Building 100

From the North: Take I-75 South to U.S. 319 or Georgia 300 (U.S. 19). At the intersection of U.S. 19 and U.S. 319, take U.S. 319 South toward Tallahassee, Florida. Go through the City of Thomasville (Jackson Street). After you cross the 2nd set of railroad tracks, continue through two (2) traffic lights. At the third (3rd) traffic light, take a LEFT onto Pinetree Boulevard (there's a Chevron Station, a BP Station, and a Petro Station at this intersection). Go about 3/4 mile. You will pass Providence Plaza on the left, Thomas University Student Housing on the right, and then the GBI office on the right after the curve. You will see the Southwestern State Hospital campus. Continue until you see the sign, "Southwestern State Hospital," which is on the right. Enter through the two sentry gates and stop at Security to obtain a visitor's pass. Security will direct you.

From the South: Go north on U.S. 319. When you reach the outskirts of Thomasville at the 2nd red light, take a right onto Pinetree Blvd. (There's a Chevron Station, a BP Station, and a Petro Station at this intersection). Go about 3/4 mile. You will pass Providence Plaza on the left, Mulberry Place on the right and then the GBI office on the right after the curve. You will see our campus. Continue until you see the sign, "Southwestern State Hospital," which is on the right. Enter through the two sentry gates and stop at Security to obtain a visitor's pass.